



Historic District Commission  
Planning & Zoning Department  
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## Guideline #12 - Demolition

These Guidelines have been developed by the Historic District Commission to assist applicants. Each request will be reviewed individually by the Commission based on its own merit. Exceptions to these guidelines may be made by the Commission on a case by case basis. The examples used in the guidelines reflect buildings in the district which are Victorian, but alterations to a building should reflect the era in which the building was constructed.

The Historic District Commission uses the Secretary of the Interior's [Standards for Rehabilitation](#) as interpreted by the [Preservation Briefs](#). Copies are available at the Manistee County Historical Museum and the Planning & Zoning Department at City Hall.

The Historic District Commission is charged with insuring the **Maintenance and Preservation** of Buildings in the Manistee Commercial Historic District. Under **exceptional circumstances** a request may be made for the demolition of all or a portion of a building. The City of Manistee Historic District Commission defines the demolition of all or a portion of a building as a reduction in the footprint or elevation or a portion of an elevation of a building.

**Contributing Buildings in the Manistee Commercial Historic District may be eligible for both Federal and State Tax Credits. By demolishing a portion of a building the owner may forfeit eligibility. Owners are advised to have all demolition plans reviewed by the State Historic Preservation Office prior to application for demolition to determine if the demolition may jeopardize tax credits.**

The City of Manistee Historic District Commission has determined that any building that is over fifty years of age shall be treated as a Contributing Building. Contributing Buildings may be issued a Notice to Proceed when a Demolition request is approved. Non-Contributing Buildings may be issued a Certificate of Appropriateness when a Demolition request is approved.

Applicants are to complete the Application for Demolition and provide any supporting documentation they feel will support their request to the Commission. The Commission will review the request and a Site Visit to review the structure will be scheduled as part of their regular meeting. The Historic District Commission will evaluate the request and structure. The Historic District Commission reserves the right to ask for additional information.

Demolition of a historic structure can only be approved after all preferable alternatives have been exhausted. If demolition is approved **before issuance of a permit**:

- The applicant must complete all of the requirements of the Historical Record Information form that will become part of the Property Record File.
- For empty lots the applicant must provide a landscaping and a maintenance plan to be approved by the Historic District Commission.

## **ADDITIONAL INFORMATION THE HISTORIC DISTRICT COMMISSION MAY REQUIRE**

The City of Manistee Historic District Commission may prepare its own evaluation of the property's value, feasibility for preservation, or other factors pertinent to the case. To afford the Commission the ability to consider the economic factors of demolition, the applicant shall submit the following information when required by the Commission:

- Estimate of the cost of the proposed demolition and an estimate of any additional costs that would be incurred to comply with recommendations of the Historic District Commission for changes necessary for the issuance of a Notice to Proceed.
- A report from a licensed structural engineer with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation. This report is required to be sealed.
- Estimated market value of the property both in its current condition and after completion of the proposed demolition, to be presented through an evaluation by a level 3 or higher assessor.
- An estimate from a licensed architect, contractor or appraiser experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.
- Amount paid for the property, the date of acquisition, and the party from whom acquired, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was acquired, and any terms of financing between the seller and buyer.
- If the property is income-producing, the annual gross income from the property for the previous three or more years; and the depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
- Remaining balance on any mortgage or other financing secured by the property owner and annual debt service, if any, for the previous three or more years.
- All appraisals obtained in connection with the purchase, financing, or ownership of the property.
- Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous three or more years.
- Copy of the most recent paid property tax bill.
- Name and form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other method.

Applicant will provide any other information that would assist the Historic District Commission in making a determination.